

# Careers & CLASSIFIEDS

Job Opportunity

**City Of Portland  
Parking Patrol Deputy**

Patrols an assigned area of the City on a bike, on foot, or motor vehicle to identify violations of City Parking Code; issues parking citations ("Tickets"); requests towing; appears in court; provides information to citizens. This is outside work, performed in all kinds of weather. It can become routine and repetitive, and may involve confrontive situations with irate citizens. Approximate Monthly Salary: \$2,026 at entry to \$2,193 after 6 months, \$2,602 after 3 years. Random lottery will select approx 300 applicants to take exam, with remainder held in reserve. Written Exam June 26, 1995 at 11:00 AM; possible additional testing. \$1.00 fee for Test Prep Manual. Deadline 4:30 PM, Friday, June 16; **No Postmarks or Resumes.**

**Automotive Parts Specialist**

Automotive Parts Specialists dispense parts, tools and materials to auto mechanics, welders and machinists who maintain the City fleet of heavy and light duty vehicles; responsible for requisitioning, receiving, recording, storing, dispensing and inventory activity, including physical handling and delivery. Approx Monthly Salary: \$2,206 at entry, \$2,508 after 6 months, \$2,700 after 1 year. Closing: Friday, June 23, 1995, 4:30 PM.

**Senior Procurement Specialist**

This is technical purchasing work researching, analyzing and procuring a wide variety of goods and services for the City. Responsible for evaluating complex, specialized or high dollar value procurements subject to competitive bidding and other formal requirements in an electronic purchasing environment. Approximate Salary Range: \$2,785 at entry to \$3,534. Closing: Friday, June 23, 1995, 4:30 PM.

**Recreation Supervisor, Children's Museum Director**

Children's Museum Director supervises and manages the Children's Museum, determining content, organizing and scheduling activities, working with citizen groups and organizations; oversees projects, records and reports, policies and budget. Approximate Monthly Salary: \$3,111 at entry to \$3,973. Closing: Friday, June 30, 1995, 4:30 PM.

**Assistant Recreation Manager**

This position has broad administrative responsibility in the Recreation Division, including supervising staff, developing programs, administering budgets, establishing policies and procedures, serving on advisory boards and city-wide committees, and speaking before public groups. Structured resume and additional testing for selection. Approximate Monthly Salary Range: \$4,020 to \$5,138. Closing: Friday, June 19, 1995, 4:30 PM, **No Postmarks.**

**Automotive Mechanic Trainee**

Entry level trainee position for repair and maintenance of auto and related equipment. Approximate Hourly Rate \$11.28 at entry, \$16.01 after 2 years. Closing Date: 4:30 PM, Friday, June 16, 1995. Apply **in person:** Test preparation manual provided upon application.

Submit completed applications to City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204.

Applications are available at City Hall or at local TPIC branch offices, NE Workforce Center and Urban League.

Job information call: (503) 823-4352 and TDD (503) 823-3520. The City of Portland is an AA/EEO employer.

**STANDARD INSURANCE COMPANY**

People. Not just policies.™  
**Secretary**  
Real Estate

Requires one year secretarial/administrative experience, previous customer service and word processing experience. Typing of 50 wpm, excellent written and verbal skills, high level of detail orientation and basic math skills necessary.

Application deadline is Wednesday, June 21, at 1 pm. Business hours are 8 am to 5 pm and a room is available from 9 am to 1 pm for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 2.

**Standard Plaza**

Human Resource Office, Level 2  
1100 SW 6th Avenue  
Portland, OR 97204

Job Hotline # 321-OPEN (6736)  
Equal Opportunity Employer

**Administration Assistant**

Part time, full benefits, starting salary \$6.30-\$7.10/hr. Seeking cheerful and energetic individual to provide administrative assistance at Planned Parenthood. Responsibilities include greeting visitors, answering multi-line telephone system, shipping/receiving duties, and inventory control. Position requires strong organizational skills, computer experience and ability to handle multiple tasks simultaneously. Send cover letter and resume to: Kristi Fletcher, Planned Parenthood, 3231 SE 50th, Portland, OR 97206.

**Receptionist**

Use Management Skills 36 immediate openings.  
Call Tania (503) 285-1903.

**Project Manager**

The **NE Workforce Center** is currently recruiting to fill the following full-time, day shift position.

**Construction Workforce Clearinghouse Manager**

Individual will be responsible for managing the daily program operation of the Construction Workforce Clearinghouse, developing registrant information and reporting systems, and providing effective reporting mechanisms. The Clearinghouse Manager is responsible for the integration of Clearinghouse activities into the overall program direction and policies of the NE Workforce Center. Individual should possess at least, but not limited to, the following: knowledge and/or demonstrated ability to work with diverse ethnic groups; program management/problem solving ability; understanding of the construction industry; and ability to communicate written and verbally. Salary is \$29,000.

Qualified applicants should obtain an application packet at:

**NE Coalition of Neighborhoods, Inc.**  
4815 NE Seventh Avenue  
Hours: 8:00 a.m. - 5:00 p.m.  
(No Phone Calls Please)

Application deadline is June 19, 1995, 5:00 p.m. EEO/AA Employer.

**Advertisement For Bid**

Sealed bids for the Industrial Building Reconstruction project will be received by the Oregon State Board of Higher Education until 3:00 PM, local time, June 27, 1995. Bids will be opened and publicly read aloud on June 28, 1995 at 3:00 PM local time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-7694.

Healthcare Insurance



**BlueCross BlueShield of Oregon  
HMO Oregon**

**FEP Claims Analyst**

These positions are responsible for accurate and timely payment of FEP claims. Experience necessary to perform this task will include:

- 1 year recent experience doing medical paperwork in a doctor's office, hospital or other medical facility. Prefer recent claims processing experience.
- Demonstrated knowledge of medical terminology, anatomy, ICD9 and CPT Coding. This may be obtained through a classroom setting or office experience.
- Fast accurate CRT and 10 Key skills and previous experience working in a production environment.
- The ability to communicate effectively orally and in writing.

This position also requires being able to work overtime hours as needed.

**Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements and place ad #134 at the top of your resume or in your cover letter.**

**Blue Cross Blue Shield/HMO Oregon  
Human Resources Dept 3rd flr  
100 S.W. Market  
Portland, OR 97207  
TDD# 225-6780**

Equal Opportunity Employer

Healthcare Insurance



**BlueCross BlueShield of Oregon  
HMO Oregon  
Medical Claims Analyst**

These positions are responsible for accurate and timely payment of managed care claims. Experience necessary to perform this task will include:

- 1 year recent experience doing medical paperwork in a doctor's office, hospital or other medical facility.
- Demonstrated knowledge of medical terminology, anatomy, ICD9 and CPT Coding. This may be obtained through a classroom setting or office experience.
- Fast accurate CRT and 10 Key skills and previous experience working in a production environment.
- The ability to communicate effectively orally and in writing.

This position also requires being able to work overtime hours as needed. Training will be in a classroom setting for twelve weeks.

**Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements and place ad #106 at the top of your resume or in your cover letter.**

**Blue Cross Blue Shield/HMO Oregon  
Human Resources Dept 3rd flr  
100 S.W. Market  
Portland, OR 97207  
TDD# 225-6780**

Equal Opportunity Employer

**Assistant Planner**

**City of Milwaukie, OR**  
Salary: \$2,125 - \$2,712 per month, DOQ, plus excellent benefit package. This position is responsible for a variety of routine and complex technical and professional work in the current and/or long range planning programs for the City and development and implementation of land use and related policies and regulations. Applicants must possess a four year college degree in related field and two years of technical experience. Requires considerable knowledge of zoning laws and policy application related to comp plans. Requires understanding of planning programs and process; plus working knowledge of personal computers. Successful applicants will demonstrate ability to establish and maintain effective working relationships. Application materials include a completed City job application, certification form, and supplemental questionnaire. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than **4:00 PM, Monday, June 26, 1995.** TDD # (503) 786-7507 or Fax # (503) 652-4433. Prior to hiring, applicants will be required to satisfactorily complete a drug test. All qualified applicants are encouraged to apply. EEO

**Administrative Support Specialist 1**

**Corrected Closing Date**  
The Legislative Administration Committee is accepting applications for Administrative Support Specialist 1 providing administrative support to the Policy and Research Office. You must have two years of general clerical experience which must have included typing, filing, word processing and generating documents. One year of college level course work may be substituted for one year of clerical experience. Salary is \$1571-\$2065 per month. Applications must be received by 5:00 p.m. June 23, 1995. For application materials contact Employee Services, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax (503) 986-1684. EOE

**Coordinator of Corporate Sponsorship  
KBPS - FM/AM**

Develop/implement sales and marketing plan for corporate/small business underwriting. The successful candidate will have exceptional organizational skills; a BS degree in Business and/or Communications, Public Relations and Marketing. Experience and success in sales, including business/broadcast sales, program underwriting and knowledge of market research. Excellent oral/written skills, computer literate. Complete job description available from Personnel Services. No phone calls. Apply to Portland Public Schools, Personnel Services, 501 N. Dixon Street, Portland. Position closes 6/16/95. Women and Minorities are encouraged to apply. School District No. 1 and KBPS-AM/FM are an Equal Opportunity Employer - A Drug-Free/Smoke-Free Workplace.

**KNRK Radio/Part-Time Club Coordinator**

Assist with on-site events. Gen office duties. 1 yr promotion exp. Send R - Entercom 4614 SW Kelly, Portland, OR 97201. EOE. No phone calls.

**Absolutely**

no experience! We need people to start now!  
Call Heidi (360) 695-6117.

**Library Aide I's**

**City of Milwaukie, OR**  
Salary \$7.90/hr - \$10.08/hr DOQ (to be increased by 3% 7/1/95), plus excellent benefit package for persons hired at half time or above. Hours will be 10 and/or 20 per week. These are entry level positions which may involve working in the children's library or the circulation department to shelve books, assist library patrons, and work at the circulation desk. Duties require light physical exertion, considerable standing and walking, and ability to get along well with public. **Requires:** High School diploma or GED Equivalency. Relevant experience preferred, including computer skills. Must be available to work regular library hours (Mon-Thur 11-8pm; Fri-Sat 11-5:30 pm; and Sun 1-5 pm, especially evenings & weekends). Application packet & job description available at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; contact Cynthia (503) 786-7507. Completed City Application and supplemental questionnaire must be received by 4 pm, Monday, June 26, 1995, in Human Resources at the above address. **Resumes Will Not Be Accepted in Lieu Of Application.** TDD# (503) 659-5171. Fax# 652-4423. Prior to hiring, applicants will be required to satisfactorily complete a drug test. All qualified applicants are encouraged to apply. E.E.O.

Management

**Production**

NE Portland vitamin manufacturer seeking supervisor for the mixing department. Will supervise/train employees, coordinate production schedules, ensure all policies and procedures are followed, maintain inventory related to the manufacturing process. Hours M-F day shift. Must have two year degree or equiv., two years production scheduling/APICS training pref., some supervisory experience. Qualified applicants apply or send resume to 3580 NE Broadway, Portland, OR 97232. We are an equal opportunity employer.

**Washington County**

**Support Unit Supervisor**  
\$2,417 - \$2,938 per month  
Apply by June 23, 1995

**Program Educator (Bilingual Spanish/English)**  
(STD and Family Planning)  
\$2,540 - \$3,087 per month  
Apply by June 23, 1995

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Personnel  
155 N. First Avenue, Suite 210  
Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

**Washington County**

**Human Resources Manager**  
\$57,888-\$70,356 per year  
Apply by June 30, 1995

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Personnel  
155 N. First Avenue, Suite 210  
Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

**Billing/Account Manager**

Billing/Account Manager at lesbian owned health care clinic. Experience required with medical insurance, computer billing. 30-40-hrs/week. Salary \$16,000-18,000 plus benefits. Please send resume to 316 NE 28th, Portland, OR 97232.

**Permit Services  
Financial Manager**

**City of Eugene  
\$2,531-\$3,614/mo.**

Performs highly complex fiscal, operational, and policy analysis on the Building and Permit Services' service area system. Assists in the preparation of the annual operating budget for the Division and the Department. Analyzes and recommends strategies to enhance existing revenue sources and implement new revenue sources. Acts as the systems administrator for the Local Area Network (LAN) and the major computer systems for the Division. Manages the Division's administrative support functions. Requires the equivalent to two to three years' experience in financial management, plus a four-year degree in a related field. Closing Date: June 23, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

**Permit Assistant I/II  
City of Eugene  
\$1,450-\$1,976/mo**

Performs various clerical duties and provides general assistance to the public and other staff regarding the permit processes administered by the Building Permit Services Division. Performs phone and counter reception duties. Requires one to two years' experience in reception and customer service work. Closing Date: June 23, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

**Residential Counselors**

Residential Counselors needed for group homes in Portland serving emotionally disturbed adolescent females. Various positions & shifts available. Full & part-time positions require ability to meet corporate auto driving requirements & pay \$6.25 per hour; some include benefits. On-call positions pay \$5 - \$6 per hour, no benefits. Complete required agency application at Janus Youth Programs, Inc. 738 NE Davis, Portland. Positions open until filled. We value diversity.

**Administrative Support Specialist 1**

The Legislative Administration Committee is accepting applications for Administrative Support Specialist 1 providing administrative support to the Policy and Research Office. You must have two years of general clerical experience which must have included typing, filing, word processing and generating documents. One year of college level course work may be substituted for one year of clerical experience. Salary is \$1571-\$2065 per month. Applications must be received by 5:00 p.m. July 7, 1995. For application materials contact Employee Services, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax (503) 986-1684. EOE

**Administrative Assistant**

**Confidential Assistant to CEO**

Board of Medical Examiners, a state medical licensing bd., seeks an experienced executive secretary who will join the management team. Successful candidate must have top organizational, communications, PR, word processing and phone skills. Up to \$2278 now, scheduled for upgrade soon. Excellent benefits. Call 229-5873 X225 for application packet. Job closes June 16, 1995, or when sufficient applications received. Equal Opportunity Employer.